



27 June 2005

---

**Administrative instruction amending administrative instruction ST/AI/2000/20****Official travel**

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends administrative instruction ST/AI/2000/20, entitled "Official travel", by replacing section 3.2 with the following:

3.2 Official travel is further regulated as follows:

(a) Official travel by senior officials at the Under-Secretary-General level and by heads of mission in the field shall be reported to the Executive Office of the Secretary-General on a quarterly basis, using form SG.33. The report shall include the following:

(i) The anticipated dates to be spent away from the duty station for the next three months, including dates of travel;

(ii) The actual dates spent away from the duty station during the previous three months, including dates of travel;

(b) Twice a year, in January and July, the amount of United Nations funds spent on official travel during the preceding six-month period shall be reported to the Executive Office of the Secretary-General. Wherever feasible, Under-Secretaries-General and heads of mission shall inform the local United Nations office or mission of their presence;

(c) To the extent possible, senior officials should avoid attending the same event;

(d) Travel undertaken by senior officials at the Assistant Secretary-General level shall be authorized by their respective heads of department.

2. The present instruction shall enter into force on 1 July 2005.

(Signed) Christopher B. Burnham  
Under-Secretary-General for Management





13 July 2005

---

**Administrative instruction amending administrative instruction ST/AI/2002/4**

Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2002/4, entitled "Staff selection system".

The following text is added to section 3.2:

(h) Movement of staff previously appointed under the 100 series in accordance with staff rules 104.14 or 104.15 who have agreed to participate in voluntary reassignment programmes. The Assistant Secretary-General for Human Resources Management shall decide on the reassignment of each staff member, without reference to a central review body. The programmes, aiming to stimulate mobility of staff, are strictly voluntary. Such movement shall be limited to incumbents of posts approved for inclusion in a voluntary lateral reassignment programme and shall not affect the application of the normal rules governing promotion or selection of staff for vacant posts.

---

The present instruction shall enter into force on 15 July 2005.

(Signed) Christopher **Burnham**  
Under-Secretary-General for Management

